

# Sample Semiannual Certification Signed by Supervisor for Multiple Employees

**DATE:**

**TO:** Whom It May Concern

**SUBJECT:** Semiannual Certification Signed by Supervisor for Multiple Employees

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I verify by my signature that my staff spent 100% of their time on the designated program(s) and/or a single cost objective during the period \_\_\_\_\_ through \_\_\_\_\_.

<b>Employee Name</b>	<b>Program(s) and/or Cost Objective</b>
Employee A	100% IDEA, Part B, Classroom Teacher
Employee B	100% Title I, Part A, District Title I Admin
Employee C	50% Title I, Part A 50% IDEA, Part B Classroom Teacher
Employee D	50% Title I, Part A 50% Local Instructional Coach

Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_